

2 JAN 1957

MEMORANDUM FOR: Chief, Finance Division

SUBJECT: Policy Regarding Application of Annual Leave When  
Travel is Conducted by Privately-Owned Automobile  
Not to Exceed Cost by Common Carrier.

REFERENCE: Finance Division Notice #896, dated 25 September 1956,  
same subject, and OGC Opinion, dated 14 August 1956,  
attached thereto.

1. Paragraph 2 of reference Notice provides that a special provision must be included in Travel Orders when annual leave is not to be charged to an employee who has been authorized to travel by privately-owned automobile at not to exceed cost by common carrier.

2. In recognition of the fact that the time factor is taken into consideration in authorizing travel by privately-owned automobile (whether "for the convenience of the Government" or "not to exceed cost by common carrier") and in order to provide uniform treatment of personnel assigned to DD/P elements, it is hereby administratively determined that, for travel authorized by DD/P elements, the difference in travel time between common carrier and privately-owned automobile will not be charged as annual leave unless the Travel Order directs otherwise. This determination is consistent with the conclusion reached in paragraph 4 of the OGC 14 August 1956 Opinion regarding this subject.

3. This action will eliminate the requirement for an additional provision in each Travel Order issued (except when it is determined that leave should be charged), and for the issuance of amendments to Travel Orders when the provision was intended but was not included in the original Order.

WFF THE DEPUTY DIRECTOR (PLANS):

Special Support Assistant  
to the  
Deputy Director (Support)

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